



JOB ANNOUNCEMENT

POSITION: **EXECUTIVE ASSISTANT**

OPENING DATE: June 18, 2015
CLOSING DATE: July 02, 2015 @ 5:00 PM
POST LOCATION: COTONOU – Benin
WORK HOURS : **Full Time - 40 hours/week**

The United States Peace Corps Benin is seeking an individual for the position of **EXECUTIVE ASSISTANT**.

The Executive Assistant reports directly to the Country Director (CD) or designate and contributes to the smooth and efficient operation of Peace Corps Benin by providing executive level administrative support and assistance to the CD with some work duties conducted in close coordination with the Director for Programming and Training, Director of Management and Operations, Peace Corps Medical Officers, and/or the Safety and Security Manager. Routine work will be performed with minimum guidance. Due to the myriad of duties required, the incumbent will need a strong sense of prioritization and organization and can reasonably expect to work some evening, holiday and weekend hours. The incumbent is authorized to act as an Occasional Money Handler (OMH).

BASIC FUNCTION OF THE POSITION

- Support to the Executive Office
- Volunteer Support
- Post Management, policies, procedures and staff support
- Safety and Security

Complete position description listing all duties and responsibilities is available at <http://goo.gl/UYolZ6> and also at the Peace Corps Office upon request.

QUALIFICATIONS REQUIRED:

Applicant must be a Beninese citizen, must not have been employed in intelligence-related activities, and must be able to submit application that clearly documents how s/he meets each of the following qualifications. Applicant should have knowledge of Peace Corps practices, policies, and administrative operations. This will be tested in the interview.

- 1- Education:** At least 03 years University degree (BAC + 3), thorough knowledge of modern office procedures, knowledge of Protocol; Training in Business Administration.
- 2- Prior Work experience:** Two (02) to five (05) years administrative/secretarial experience is required. Good working knowledge of protocol, office management procedures and administrative responsibilities.
- 3- Language and Communication proficiency:** Advanced proficiency in oral and written communication in both English (Minimum Level V) and French is required.
- 4- Other skills and ability:**
Good knowledge of Microsoft Office programs (Word, Power Point, Access, Outlook, and Excel), filing and office management procedures. Must be able to build and maintain good interpersonal relationships with colleagues, volunteers, and supervisors. Must be dynamic, innovative and be a problem solver. Have good organization and planning abilities, be a team worker with a high level of integrity and able to maintain confidentiality. Be able to work under pressure.

SECURITY REQUIREMENTS:

A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

TO APPLY:

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three (03) traceable references. Applications will only be accepted in English and via electronic mail at jobea@bj.peacecorps.gov by 5:00 PM on the closing date. Be sure to indicate **'PEACE CORPS EXECUTIVE ASSISTANT'** in the subject title.

Only short listed candidates will be contacted. No telephone inquiries will be entertained. Written and oral communication, language, computer and other possible technical skills will be tested as part of the interview process.

<p>APPLICATION MUST BE RECEIVED BY DEADLINE. <i>The United States Peace Corps is an Equal Opportunity Employer.</i></p>
